



DCHRMS Core HR Overview

Efficient and Effective HR Solutions



Agenda

- DCHRMS Core HR Overview
- Self-Service Functionality
- DCHRMS Core HR Functionality



DCHRMS Core HR Overview

- The Defense Civilian Human Resources Management System (DCHRMS) is a human resources (HR) information system (HRIS) that will support civilian HR management, establish a single employee record, and create standardized personnel data across the enterprise
- It is a cloud-based system that takes advantage of Oracle's Fusion Human Capital Management (HCM) Base Cloud Service to provide a single civilian personnel service capability for the DoD
- It provides core HR functions and capabilities, end-to-end, that supports the HR community lifecycle for:
 - Request for personnel actions
 - Transfers
 - Recruit to fill
 - Classification
 - Compensation
- DCHRMS will replace the Defense Civilian Personnel Database System (DCPDS), and moves us from six separate databases that maintain DoD employee records into one integrated enterprise database. This allows for:
 - More flexible information sharing across DoD
 - Increases transparency of HR actions across the Components
 - Reduces costs and workload due to streamlined processes



DCHRMS Core HR Overview (Cont'd)

- Through capability, functionality, and flexibility, DCHRMS provides the ability for HR Users, Managers, and Employees to:
 - Manage the workforce through: Hiring, rehiring, promoting, transferring employees, and assigning actions
 - Capture benefits and entitlements
 - Manage positions and organizational hierarchy
 - Manage compensation and pay tables through automation
 - Generate personnel actions through self-service
- In addition, to support day to day HR operations, DCHRMS will provide:
 - Improved decision support, using data analytics to plan and manage DoD's civilian workforce
 - Improved coordination between military and civilian HCM systems
 - Improved access with roles and permissions and standardized data for users
 - Self-service features for managers and employees



Self-Service

For Employees:

- Secure, real-time easy on-line access to key personnel information 24/7 :
 - Personnel Actions (SF-50s), Position and Assignment Information , Personal Information, Salary and Benefits, Awards and Bonuses, Training and Certification, Performance and Career Brief
- Submit Request for Personnel Actions (RPAs) and other requests to their managers
- Initiate changes to own record for information such as name changes, address, email, contact information, emergency contacts, marital status and manage disabilities
- View, Add, Update, Modify (training, education, certifications, language proficiencies, and licenses)
- Employment verification information



Self-Service

For Managers:

- Access to comprehensive and complete data to make decisions
- Robust analytic tool
- Actionable dashboards
- Initiate, review, and automate approval of RPAs through work flow
- View personnel information about their staff
- Initiate, review and automate changes to an employee's work schedule, record geo locations/duty station, salary due to locality changes, employment (transfer, promote, transfer, terminate work relationship/association)



DCHRMS Core HR

For HR Professionals:

- Access to comprehensive and complete data to make decisions
- Robust analytic tool
- Actionable dashboards
- Single point of data entry
- Initiate workflow to process actions on employees
- Submit all of the manager actions on their behalf for an employee record (working hours, work schedule, locality changes, promotions, transfers)
- Initiate, review and automate HR transactions (change position, suspend assignment, change in employment)
- View personnel information about their organizations





Home Screen Dashboard

The screenshot shows the DCHRMS Home Screen Dashboard. At the top left is the U.S. Department of Defense seal and the text "U.S. DEPARTMENT OF DEFENSE". To the right is a search bar with the placeholder text "Search for people and actions". Further right are icons for home, notifications (with a red badge showing "1"), and a user profile icon labeled "DB". The main heading reads "Good afternoon, Dakhal". Below this is a navigation bar with tabs: "Me", "My Team", "My Workforce" (which is highlighted with a red box), and "T". Under the "My Workforce" tab, there are two sections: "QUICK ACTIONS" and "APPS". The "QUICK ACTIONS" section lists: "Add a Contingent Worker", "Add a Pending Worker", "Pending Workers", "Manage Person", and "Personal Details". The "APPS" section contains a grid of icons: "New Person" (green icon with a person and asterisk), "Person Management" (teal icon with a person and pencil), "Workforce Structures" (light green icon with a hierarchy diagram), "Mass Updates" (blue icon with a person and arrow), "Data Exchange" (purple icon with two arrows), "SF50" (blue icon with a document and person), "SF52" (orange icon with a document and pencil), and a plus sign icon. A yellow callout box points to the "My Workforce" tab and lists the following features: "In the 'My Workforce' app, you can view: New Person (list the names of the new people that need to be processed) Person Management (initiate and process personnel actions) Workforce Structures (position and job management) Mass Updates (manage mass updates) Data Exchange (summary of imported data) SF 50 (you can view SF 50s) SF 52 (you can view SF 52s)". At the bottom left of the dashboard is a "Show More" link. The bottom right corner features the "DCHRMS Defense Civilian Management System" logo.

U.S. DEPARTMENT OF DEFENSE

Search for people and actions

Good afternoon, Dakhal

Me My Team **My Workforce** T

QUICK ACTIONS

- Add a Contingent Worker
- Add a Pending Worker
- Pending Workers
- Manage Person
- Personal Details

Show More

APPS

- New Person
- Person Management
- Workforce Structures
- Mass Updates
- Data Exchange
- SF50
- SF52
- +

In the "My Workforce" app, you can view:

- New Person** (list the names of the new people that need to be processed)
- Person Management** (initiate and process personnel actions)
- Workforce Structures** (position and job management)
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- Data Exchange** (summary of imported data)
- SF 50** (you can view SF 50s)
- SF 52** (you can view SF 52s)

DCHRMS
Defense Civilian Management System



DCHRMS Information

For additional information go to:
<https://www.dcpas.osd.mil/OD/DCHRMS>